

ACTIVITIES/FACILITIES REQUEST FORM (REVISED 2009)

(FOR GROUPS NOT FROM THIS CHURCH, USE "GUEST REQUEST FORM FOR FACILITY USAGE")

Instructions:

1. Submit completed form at least **2 weeks** prior to the event. Forms without the required signatures will not be accepted.
2. Submit completed form to front office window secretary.
3. Check your mailbox/email for written approval (either "Approved" or "Not Approved" at the bottom of this form).
4. The Administration reserves the right to change a previously approved activity or room reservation.

SUBMITTER'S INFORMATION

NAME: _____

Mailbox # or name on box: _____ Email: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

ACTIVITY INFORMATION

Organization/ Activity Description _____

Requested Date(s) and Time

Date: _____, from _____ a.m./p.m. to _____ a.m./p.m.

Date: _____, from _____ a.m./p.m. to _____ a.m./p.m.

Date: _____, from _____ a.m./p.m. to _____ a.m./p.m.

(Including rehearsal or set-up date prior to the event, such as wedding decorating, rehearsal, etc.)

YOUR SHEPHERDING OR FUNCTIONAL MINISTER'S APPROVAL OF THIS ACTIVITY



ONSITE ACTIVITY

A. BUILDINGS

1. **Hall of Truth**— Upstairs Room # _____
 MPR MPR Kitchen (FILL OUT SECTION UNDER "KITCHEN") Library
2. **Worship Center:**
 Sanctuary Conference Rooms (A B Both) Courtyard
 Choir Room **MUSIC MINISTER'S APPROVAL** _____
3. **Multipurpose Building (MPB):**
 Gymnasium Kitchen (FILL OUT SECTION UNDER "KITCHEN") Back Patio Area
4. **Adobe Bungalow**
5. **Praise Center**
 Auditorium Side Classroom Big Tent
 Kitchen (FILL OUT SECTION UNDER "KITCHEN")
6. **Hill St. Bungalows** #1 #2.
7. **Hall of Grace**—Room # _____

CHILDRENS MINISTER'S APPROVAL

8. **Hall of Joy**—Room # _____

CHILDRENS MINISTER'S APPROVAL

9. **Hall of Blessings-** Room # _____ Kitchenette (FILL OUT SECTION UNDER "KITCHEN")
 Room 101-102 (Computer Lab) **CHINESE YOUTH DEPT. APPROVAL** _____

B. PARKING

- Worship Center Structure Adobe Lot Other _____

ADMINISTRATOR'S APPROVAL

HOUSE AUDIO/VISUAL EQUIPMENT FOR THE WORSHIP CENTER, THE PRAISE CENTER, THE MPR

NOTE: portable video & overhead projectors, screens, DVD/CD players, etc., can be checked out through the church office.

A. The House Audio/Sound Operator must be on the authorized Telecommunications Dept. list.

Name _____ Phone: (home) _____ (work) _____ (cell) _____

Email: _____

(OVER)

B. The House PowerPoint Projection Operator must be on the authorized Telecommunication Dept. list.

Name _____ Phone: (home) _____ (work) _____ (cell) _____

Email: _____

C. Other house equipment needed (indicate quantity)

___ Microphones & stands ___ DVD/VCR players ___ Overheads ___ Other _____

TELECOMMUNICATION DIRECTOR'S APPROVAL FOR HOUSE EQUIPMENT

KITCHEN

A. Person responsible for cleanup: _____

Phone: (Home) _____ (Work) _____

Email: _____ (Cell) _____

B. Equipment (please indicate quantity)

___ Oven/Stove ___ Utensils ___ Pots/Pans ___ Coffee pots ___ Refrigerator ___ Freezer

Other _____

MAINT. MANAGER'S APPROVAL FOR MPB, MPR, & HALL/BLESSINGS KITCHENS

CHILDRENS MINISTER APPROVAL FOR PRAISE CENTER KITCHEN

OFFSITE ACTIVITY

(For socials or retreats/camps, submit a list of participants, a map, the site phone, the time of arrival back to church, and contact cellphone numbers to the Church Office. Note: only Trustees may sign camp contracts, bus contracts, or any other contract.

Name of site: _____

Site address _____

Site phone: _____ Adult (FCBCLA) members in charge: _____

Cellphones _____

SPECIAL APPROVALS NEEDED

A. WEDDINGS

Pastor's Approval: _____ Date: _____

Wedding Director's Approval: _____ Date: _____

Custodian (Thursday and Saturday for wedding in Sanctuary only): _____

Custodian (Saturday assistance of Sanctuary and MPB): _____

B. RECREATION ACTIVITIES

Recreation Director's Approval: _____ Date: _____

C. OVERNIGHT USE- Both your Shepherding or Functional Pastor and a Trustee's approval is needed.

Pastor's signature: _____ Date: _____

Trustee's signature: _____ Date: _____

OFFICE ONLY

DATE RECEIVED _____ **BY** _____

Lockup person notified if needed - Name _____

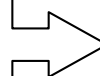
Custodian(s) notified if needed - Name _____

Parking Director notified if needed - Date arranged _____

Security guards arranged if needed - Date arranged _____

Trustees notified if contracts or liability issues are involved: Name _____

Approved by
Church
Administrator



date